

## **Job Opportunity Notice**

Position: Fiscal and Administrative Manager II

Salary: Range: \$1,793.50 – \$2,981.50 semi-monthly

Application Deadline: September 29, 2006

### **Job Description:**

Office of Administration, Division of Accounting (OA-DOA) seeks a qualified professional for the Financial Unit Manager within OA-DOA. This position is responsible for managing a staff of 13 FTE responsible for a variety of duties including SAM II table maintenance, Internal Revenue reporting and overall SAM II operational functionality.

Some of the duties of this job include, but are not limited to:

- Oversee the maintenance and accuracy of the SAM II vendor and customer files and chart of accounts.
- Work closely with OA–Information Technology Services Division (ITSD) regarding system testing, program enhancements and general system functionality.
- Oversee system policy and procedure updates so users have adequate information regarding system processing.
- Approve statewide security access to SAM II Financial System on-line and MOBIUS reports.
- Provide accurate 1099 documentation to vendors and the Internal Revenue Service.
- Provide customer service support to all State agency personnel, vendors and customers regarding document processing, general system functionality, payments and general questions.
- Distribute checks to all State agency personnel, work with financial institutions and/or State Treasurer's Office to resolve issues with payments, and prepare RFP for check stock.

### **Desired Knowledge, Skills and Abilities:**

- Excellent interpersonal, supervisory and communication skills.
- Demonstrate ability to maintain effective working relationships with staff and agency customers, remain flexible, self-motivated, assume considerable initiative, work independently with little supervision, and exercise sound independent judgment.
- Ability to lead, educate and motivate staff.
- Considerable knowledge of, and experience with, SAM II Financial System, data warehouse reports and MOBIUS reports.
- Knowledge of Microsoft Access and Excel.
- Knowledge of Governmental Accounting and Generally Accepted Accounting Principals.
- Ability to develop new methods and procedures to meet changing needs.
- Knowledge of the state's organizational structure and how business is required to be conducted.
- Ability to formulate and initiate plans and procedures for effective and efficient establishment and maintenance of fiscal controls.
- Ability to apply general concepts to specific problems of accounting, auditing, purchasing procedures and fiscal management practices based upon cost effective evaluations.
- Ability to analyze and evaluate policies and operations and formulate recommendations.

### **Qualifications**

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, Finance, Economics, Public or Business Administration, or a closely related field; and,

Four or more years of professional experience in accounting, auditing, purchasing, budgeting, fiscal management or in general management with some fiscal responsibility.

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)

(Experience in the referenced areas at the level of Administrative Office Support Assistant (AOSA) may substitute on a year-for-year basis for deficiencies in the required education.)

(Earned graduate credit hours from an accredited college or university in the specified areas may substitute on a year-for-year basis for a maximum of two years of the required experience at a rate of 24 earned graduate credit hours for one year of experience.)

**To Apply:** Successful applicant must be eligible for Fiscal and Administrative Manager II under the Missouri Merit System and appointable through the Merit System.

To be considered, an interested applicant should submit an application to the Office of Administration Division of Personnel. Applications are available from the Division of Personnel or on the web at <http://oa.mo.gov/pers/appjob.htm>

In addition to applying to Division of Personnel, interested applicants should also submit a resume and transcript to:

**Office of Administration  
Division of Accounting  
Harry S Truman Office Building, Room 579  
PO Box 809  
Jefferson City, MO 65102  
ATTN: Karen Harms**